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FORWARD

The Board of Barbering and Cosmetology and its mandatory requirements for licensure exist to benefit the public health, safety and welfare.

The following Performance Criteria was originally developed as a guide for the cosmetology instructor to prepare students for a career in the cosmetology profession. The use of this publication is not restricted to use by the instructors.

Article 8 Section 961(b) of the Rules and Regulations states in part: "Each student shall possess the following:

- (1) At least one of the textbooks approved by the board.
- (2) The Performance Criteria developed by the board."

This publication is designed to help the instructor train students to follow and maintain the highest standards of personal and public hygiene for the protection of the consumer. The instructor's role in the training of students, and therefore, potential licensees, is of greatest importance. The instructor should stress that the use of common sense, good personal and public hygiene, careful reading and following of all written instructions will be the students' greatest tool to achieve success in both their license examination and subsequent careers.

Candidates for licensure must be prepared to perform all of the following:

1. Practical application of disinfection and sanitation techniques
2. Practical application of manufacturer's directions
3. Completion of client's record card
4. Facials - normal, oily, and dry skin (packs, masks, or scrubs and use of appropriate dermal light)
5. Eyebrow arching - tweezers or hot wax depilatory
6. Complete daytime makeup
7. Application of artificial eyelashes - strip and individual
8. Scalp treatment - brushing and manipulations
9. Haircutting - razor and scissors
10. Permanent waving - cold wave
11. Soft permanent wave on overly curly hair
 - a. Chemical breakdown - relaxing with thioglycolate cream
 - b. Curl restructuring - wrapping for curl saturation
12. Chemical hair straightening - using sodium hydroxide
13. Hair coloring - tint, bleach and/or toner

14. Shampoo
15. Wet hairdressing - finger waving, roller control, curl construction
16. Thermal hairstyling
 - a. Press and curl - using the pressing comb and marcel iron
 - b. Hairstyling - using the blow dryer and electric curling iron
17. Manicuring - including hand and arm massage
18. Application of artificial nails, nail wraps and repairs
19. Pedicuring including foot and ankle massage

Factors on which candidates will be tested and rated are:

1. Disinfection and sanitation techniques
2. Client protection and comfort
3. Safety precautions related to all subjects
4. Proper use of products and equipment
5. Performance of all assigned operations

The Performance Criteria has been changed to help clarify the position of the Board of Barbering and Cosmetology and its commitment to the health and well being of the consuming public. Additional emphasis has been placed on the disinfection and sanitation laws, as well as, the safety precautions required for the proper handling of equipment and chemicals used in the industry today. This tool should be used as a *guide* to establish standards for the examination process.

SECTION 1

DISINFECTION OF NON-ELECTRICAL AND ELECTRICAL INSTRUMENTS AND EQUIPMENT

Approved Disinfection Techniques

It is a licensee's or potential licensee's responsibility to strictly follow the health and safety regulations adopted by the State Board of Barbering and Cosmetology. Sections 979 and 980 of the Board's Rules and Regulations outline specific procedures to protect the health and safety of consumers of licensed cosmetology establishments and schools. Outlined below are specific steps to help maintain compliance with these regulations.

1. Disinfection of non-electrical instruments

- a. Scrub each implement with a clean brush in a solution of soap and water to remove all organic matter.
- b. Rinse implements thoroughly in clean water.
- c. Pat the implements dry with a clean towel (paper or cloth) to prevent the dilution of the disinfection solution.
- d. Totally immerse in an EPA registered disinfectant with demonstrated bactericidal, viricidal, and fungicidal capabilities according to manufacturer's directions.
- e. Implements must be removed by either gloved hands or clean tongs to prevent contamination of the solution.
- f. Implements should then be rinsed with clean water again and patted dry. At this point in the disinfection process pointed or sharp edged implements should be oiled to prevent rusting and maintain the cutting edge.
- g. Store implements in a clean, covered container until they are used, to prevent contamination.

2. Disinfection of electrical instruments

- a. Removable Parts
 1. Scrub each removable part with a clean brush in a solution of soap and water to remove all organic matter.
 2. Rinse removable part thoroughly in clean water.
 3. Pat the removable part dry with a clean towel (paper or cloth) to prevent dilution of the disinfection solution.

4. Totally immerse in an EPA registered disinfectant with demonstrated bactericidal, viricidal, and fungicidal capabilities according to manufacturer's directions.
 5. Removable parts must be removed by either gloved hands or clean tongs to prevent contamination of the solution.
 6. Removable parts should then be rinsed with clean water again and patted dry.
At this point in the disinfection process pointed or sharp edged non-removable parts should be oiled to prevent rusting and maintain the cutting edge.
 7. Store removable parts in a clean, covered container until they are used, to prevent contamination.
- b. All non-removable parts must be disinfected according to manufacturer's directions.
1. Removal all foreign matter from the clippers, vibrators, or other electrical instruments.
 2. Commercially prepared disinfectant sprays are available that meet Board requirements for use on non-removable parts which cannot be immersed in a disinfectant container.
- c. The container for disinfecting implements must be clean and large enough to thoroughly immerse (completely cover) all implements placed in the disinfectant solution.
- d. The disinfectant container must be properly labeled as to its contents (quats, etc.). The container must be covered to help prevent evaporation as well as product contamination from airborne bacteria.
- e. The disinfectant solution must be changed at least weekly or whenever visibly cloudy or dirty. If it becomes contaminated (visibly cloudy or dirty) in less than a week, it must be changed.
- f. If the technician is unable to immediately attend to used implements, used implements must be placed into a covered, properly labeled receptacle until such time as disinfection can be accomplished.

NOTE: All disinfectant solutions used must be EPA registered and possess *bactericidal, fungicidal, and viricidal* capabilities. You will find this information printed on the label if it is an EPA registered disinfectant.

SECTION 2

SANITARY MAINTENANCE AREA PROCEDURES

Purpose: To maintain previously disinfected implements in a sanitary condition while serving the client.

There are two methods which can be used to maintain sanitary conditions in the individual work areas to afford the maximum protection to the client and the technician. There are two acceptable sanitary maintenance areas (S.M.A.'s); one or the other must be used.

NOTE: Due to its porous nature, the orangewood stick cannot be properly disinfected and the technician must cover the end with fresh, clean cotton to avoid contact with the skin.

DRY SANITARY MAINTENANCE AREA

1. Use a clean paper towel to maintain a sanitary work area.
2. Place previously disinfected implements to be used on this paper towel.
3. Place the towel and implements on a clean working surface and begin the client service.
4. Implements to be re-used must be wiped free of lotions, creams, or organic matter prior to returning them to the sanitary maintenance area.
5. At the conclusion of the service the implements must be properly disinfected before re-use, and the paper towel must be disposed of. A sanitary cloth towel may be used in place of paper but should not be confused with the normal table set-up. **A separate towel is required.**

WET SANITARY MAINTENANCE AREA

NOTE: A wet sanitizer may be used for any service. If used, it is placed on the individual work station while serving the customer. It should not be confused with the disinfectant container. Use of a wet sanitizer on the work station cannot take the place of approved disinfection techniques outlined on pages 1 and 2.

1. A wet sanitizer is only used after an implement has already been correctly disinfected.
2. Sanitizing solution (sometimes known as holding solutions) placed in a wet sanitizer must completely cover the useable portion of the implements. Fill the container 3/4 of the way leaving only the implements' handle uncovered.
 - a. Holding solutions may be:
 1. An EPA registered disinfectant with bactericidal, fungicidal, and viricidal activity.
 2. Clean, soapy water.

3. The container must be sanitary and made of plastic or glass and be large enough to **safely hold** all implements to be used for the operation.
4. Container bottom may contain clean cotton to protect the sharp or pointed tips of the implements to be used.
5. Implements to be re-used must be wiped free of lotions, creams, or organic matter prior to returning the implement to the wet sanitary maintenance area.
6. The wet sanitizer must be emptied at the completion of each individual client's service. It must be washed with soap and water prior to storage for re-use.
7. Articles dropped must be picked up with a clean tissue and washed with soap and water, rinsed, disinfected again or, if time does not permit, placed in a properly labeled container for soiled implements.

NOTE: If the hands become soiled they must be resanitized by washing with soap and water.

SECTION 3

MATERIAL SAFETY DATA SHEETS

The information included here is for the benefit of the candidates to help familiarize them with the many areas of potential consumer harm found in this industry today. It is the candidates' responsibility to become informed as to the many regulatory agencies that they may come in contact with during their careers.

Hazardous substances are used in this industry on a regular basis and the licensee is responsible for knowing and obeying the laws of all regulatory agencies they may encounter in their careers. This information will be expanded upon and tied into the hazardous substances curriculum mandated to be taught in all schools approved by the Board of Barbering and Cosmetology.

The Material Safety Data Sheet (MSDS) is the primary source of information describing the hazardous properties of each chemical product used in the profession. It contains information on potential health hazards, proper handling of the chemicals and disposal methods, as well as, emergency first-aid procedures. The MSDS is the tool that will help hair, skin, and nail care professionals work safely in their environment.

The Federal OSHA Hazard Communication Standard requires that schools and salons develop and maintain a list of hazardous chemicals present in the work place. Hazardous chemicals may include such products as alcohol, permanent wave solutions, hair straightening solutions, acrylic nail products, nail glue, eyelash adhesive, etc. Schools and anyone employing cosmetology licensees are required by law to collect and maintain a file on MSDS for the chemicals used in the establishment. Manufacturers and distributors of products are, by law, charged with providing an MSDS sheet for each of their products free of charge. Schools are responsible under the Hazard Communication Standard to train and familiarize both their staff and students about hazardous chemicals present in their facilities. An MSDS should be requested each time products containing hazardous substances are purchased or acquired. These files should be updated regularly. MSDS can be requested directly from the manufacturer or distributor of these products.

The MSDS should be reviewed in order to find out all necessary health and safety information about the product before using it. This will help school staff and students make educated decisions about the products they use in their profession for their own personal safety, as well as the health and safety of their clients.

SECTION 4

GENERAL SAFETY PRECAUTIONS TO BE FOLLOWED ON ALL ELECTRICAL OPERATIONS

1. Do **not** operate any electrical equipment without first reading the manufacturer's directions.
2. Do **not** go out of the room and leave a client attached to any electrical appliance or exposed to any lamp.
3. Do **not** allow the client to come in direct contact with any metal (radiators, gas, or water pipes, for example) when using any electrical current.
4. Do **not** handle any electrical equipment with wet hands. Electrical shock may occur while operating electrical equipment if water is present on the floor.
5. **Never** turn the current so high as to cause discomfort.
6. Stop any electrical service that causes any degree of pain.
7. **Never** use high frequency currents over an oil or tonic containing combustibles (alcohol, for example) because sparking may occur.
8. **Always** cover the client's eyes with cotton pads when using dermal lights.
9. **Never** use heat rays where there is an accumulation of pus (inflammation).
10. Carefully observe the correct timing and distance of lamp when using dermal lights.
11. Do **not** overload electrical circuits.
12. Use a fuse of the right capacity.
13. Do **not** apply any electric modality on any client with a cardiac condition or metal implants.
14. Disconnect all electrical appliances when you are finished using them. Store cords up and out of the way.
15. To disconnect the cord, grasp the plug in the wall socket and pull. **Never** unplug any appliance by pulling on the cord. You may cause electrical shock to yourself or the client.
16. Examine cords regularly to ensure safe use of machinery. Repair and replace as needed.

17. Electrical equipment shall **not** be used to stimulate so as to contract, or for the purpose of contracting the muscles of the body or face.

NOTE: **The use of many electrical facial machines is beyond the scope of practice for estheticians or cosmetologists. If an electrical facial machine contracts the muscles, it is considered a medical device and can be operated only under the direct supervision of a physician.**

Article 12 Section 991 of the Rules and Regulations states in part:

- (a) No licensee may perform any act which affects the structure or function of living tissue of the face or body. Any such act shall be considered an invasive procedure.
- (b) Invasive procedures include, but are not limited to, the following:
 - (1) Application of electricity which contracts the muscle.
 - (2) Application of topical lotions, creams, or other substances which affect living tissue.
 - (3) Penetration of the skin by metal needles, except electrolysis needles.
 - (4) Abrasion of the skin below the non-living, epidermal layers.
 - (5) Removal of skin by means of a razor-edged instrument.

SECTION 5

FIRST AID

The following steps for basic first aid were taken from the American Red Cross text, “Advanced FIRST AID and Emergency Care,” Second Edition. It has been provided for your use in preparing your students to appropriately handle minor emergencies that may occur in the school or salon. It does not give them the authority to practice medicine or treat the client. The technician should have enough basic first aid knowledge to keep the work place as safe as possible for them, as well as the consumer. The technician should be able to distinguish between minor emergencies and those that may require the immediate attention of trained medical personnel.

If a minor emergency occurs during the course of the license examination, the candidate is responsible for ensuring that appropriate first aid has been administered. Failure to do so will result in the loss of points on the licensing examination.

NOTE: If the candidate has cuts, abrasions, etc. on their hands they should wear gloves to protect themselves and the client from potential infection from blood borne diseases.

1. Minor Cut

- a. The technician must wash his/her hands.
- b. Wash the cut with soap and water.
- c. Rinse thoroughly with clean water and pat dry.
- d. Apply an antiseptic or antibacterial ointment.
- e. Apply a bandage to prevent further contamination.
- f. The technician should wash his/her hands with soap and water.
Even if gloves are worn, the candidate should wash his/her hands.

NOTE: Symptoms of burns may not require immediate medical attention but warrant action by the technician. Burns that are more severe and have symptoms greater than those described below must be referred to a physician immediately!

2. Symptoms of Burn

- a. Redness or slight discoloration
- b. Mild swelling or pain
- c. The appearance that rapid healing will take place

3. First Degree Burn--Heated Appliance

- a. Submerge the affected area in COLD water immediately.
- b. Apply a dressing if necessary.

4. First Degree Burn--Chemicals

- a. Wash away the chemical with large amounts of water for at least 5 minutes.
- b. Remove the victim's clothing from the affected area to prevent further skin contact.
- c. Consult the product MSDS for additional first aid information.

5. Eye Injuries

- a. Flush the affected eye thoroughly with cool water.
- b. If pain or irritation persists, advise client to seek immediate medical attention.

NOTE: At the examination facility, whenever first aid care is required for the health and safety of any persons, it is at the discretion of the examiner to stop the examination to seek further medical assistance.

SECTION 6

CLIENT RECORD CARD
COSMETOLOGY

The record cards shown below are examples of the record cards that are available at the examination facilities. The information regarding the candidate and the client/model will be filled out when the candidates and models photographic I.D.s have been verified. All candidates are required to fill out the cards accurately and completely. They must be turned in to the examiner at the completion of the practical examination. The candidates are graded on the contents of the record card. A separate record card is available for each licensing category.

“We, the undersigned, certify under penalty of perjury that the client is not less than 15 years of age; and is not a current or former student in barbering or any branch of cosmetology; a current or former licensee of this state or any other; a current or former apprentice in barbering, cosmetology or electrology; a former junior operator; a current or former owner or employee of a school of barbering, cosmetology, or electrology pursuant to Section 931(k), Title 16, California Code of Regulations and that all the information contained herein is true and correct.”

Candidate's Name _____ **File #** _____
Valid Photographic I.D. Number _____ **Type of I.D.** _____
Signature _____ **Date** _____

Client's Name _____
Address _____
Valid Photographic I.D. Number _____ **Type of I.D.** _____
Signature _____ **Date** _____

Record Card

Hair Color Record

Date _____ **P.D. Test Results** _____
Hair Condition _____ **Scalp Condition** _____
Procedure _____

Permanent Wave Record

Hair Condition _____ **Scalp Condition** _____
Procedure _____

Chemical Relaxer Record

Hair Condition _____ **Scalp Condition** _____
Procedure _____
Type of Chemical Used _____

Skin Care

Skin Type _____ **Treatment** _____

**CLIENT RECORD CARD
MANICURIST**

“We, the undersigned, certify under penalty of perjury that the client is not less than 15 years of age; and is not a current or former student in barbering or any branch of cosmetology; a current or former licensee of this state or any other; a current or former apprentice in barbering, cosmetology or electrology; a former junior operator; a current or former owner or employee of a school of barbering, cosmetology, or electrology pursuant to Section 931(k), Title 16, California Code of Regulations and that all the information contained herein is true and correct.”

Candidate's Name _____ **File #** _____

Valid Photographic I.D. Number _____ **Type of I.D.** _____

Signature _____ **Date** _____

Client's Name _____

Address _____

Valid Photographic I.D. Number _____ **Type of I.D.** _____

Signature _____ **Date** _____

Record Card

Hand Care

Skin Type _____

Shape of Nail _____

Specialty Nail Service

Number of Tips _____ **Number of Wraps** _____ **Number of Acrylics** _____

**CLIENT RECORD CARD
ESTHETICIAN**

“We, the undersigned, certify under penalty of perjury that the client is not less than 15 years of age; and is not a current or former student in barbering or any branch of cosmetology; a current or former licensee of this state or any other; a current or former apprentice in barbering, cosmetology or electrology; a former junior operator; persons currently or formerly owners or employees of a school of barbering, cosmetology, or electrology pursuant to Section 931(k), Title 16, California Code of Regulations.”

Candidate's Name _____ **File #** _____

Valid Photographic I.D. Number _____ **Type of I.D.** _____

Signature _____ **Date** _____

Client's Name _____

Address _____

Valid Photographic I.D. Number _____ **Type of I.D.** _____

Signature _____ **Date** _____

Record Card

Skin Type _____

P.D. Test _____

Treatment _____

SECTION 7

FACIALS - ELECTRICAL AND MANUAL PLAIN FACIAL

1. Disinfection and Sanitation

- a. Disinfectant container must be properly labeled, prepared and used.
- b. Implements must be cleaned and disinfected according to Board of Barbering and Cosmetology regulations as outlined on pages 1 and 2 of this Performance Criteria.
- c. Disinfected implements must be stored properly and be available for use.
- d. Correct assembling, labeling and use of sanitary maintenance procedures as outlined on pages 3 and 4 of this Performance Criteria.
- e. A sufficient amount of holding solution must be placed in the wet sanitizer, if used, to completely cover the usable portion of all disinfected implements.
- f. Disinfected implements to be used must be maintained in a sanitary condition throughout the operation.

2. Table Set-Up

- a. Necessary implements and supplies must be set up neatly and properly arranged for operation.
- b. All supplies must be kept in sanitary, labeled containers.
- c. Caution must be used by the candidate when selecting liquids because astringents and other skin lotions may be similar in color and fragrance.
- d. Disposal container must be labeled and used during the operation.

3. Client Protection

- a. Technician's hands must be washed with soap and warm water before making contact with client's skin.
- b. If articles are dropped, they must be picked up with a clean tissue and washed with soap and water, rinsed, disinfected again or placed in a proper container for soiled implements.

NOTE: If the hands become soiled they must be resanitized by washing with soap and water.

- c. Disinfected spatulas must be used to remove creams from containers.

- d. Implements must be wiped clean before returning them to the sanitary maintenance area.
- e. Liquids must be poured on cotton, gauze pads, or sanitized hands before application to client.
- f. Powders must be dispensed from shaker-type dispenser.
- g. Creams must be removed from jars with a sanitized spatula.
- h. Facial chair must be checked for safety and operation.
- i. Facial chair must be in an upright position before seating client.
- j. Client must be reclined comfortably.
- k. Headrest and footrest must be positioned for comfort.
- l. Jewelry which may interfere with the service must be removed and placed in a safe place so the jewelry will not be misplaced or forgotten.
- m. Sanitary protection must be provided so that the client's hair does not come into direct contact with the chair.
- n. Sanitary protection must be such that the client's skin at the shoulders does not come into direct contact with the chair.
- o. Client's skin must not come into direct contact with any covering that is not washable or sanitary.

4. Draping for the Facial

- a. Head drape must not be so low over forehead that it interferes with facial cleansing or manipulations.
- b. Client's hair must be protected from creams and lotions by adequate head draping.
- c. If head drape has strings, they must not be tied around the client's neck.
- d. Since the head drape is washed before re-use on another client, the extra protection of a paper strip is optional.
- e. Client's body drape must be snug but not binding and must allow for complete cleansing and manipulations of neck, shoulders, upper chest and upper back. Shoulder area must be bare for manipulations.
- f. Sanitary protection must be such that client's skin, at the shoulders, does not come into direct contact with the chair.

- g. The client's feet must be draped to ensure comfort. Washable booties are allowed with no further protection required.

5. Cleansing of the Skin

- a. False eyelashes, lip, and eye makeup must be removed before general cleansing of the face begins.
- b. Sufficient cleansing cream must be applied to areas to be cleansed for operation (neck, face, and shoulders).
- c. Cleansing cream must be spread evenly and thoroughly.
- d. Thorough removal of cleansing cream must be done with facial tissues or wet towel.

6. Manipulations

- a. Sufficient massage cream must be spread over areas to be massaged.
- b. Manipulation must be administered on skin of face, neck, shoulders, and upper chest areas.
- c. At least three (3) of the following movements of massage must be used during the manipulations:
 - 1. Effleurage
 - 2. Petrissage
 - 3. Friction
 - 4. Tapotement
 - 5. Vibration
- d. Contact must be maintained with continuity and rhythm.
- e. Pressure of massage must be effective, but not severe.
- f. Caution must be used around eyes and eyelids, to avoid stretching the client's skin in this sensitive area.
- g. Up and out motions must be used on the face to prevent damage to the underlying muscle tissue.
- h. After manipulations, massage cream must be thoroughly removed with tissues or wet towels.

7. Tightening the Pores

- a. Astringent or cold wet towels must be applied to face to tighten pores and to help prevent bacteria from entering the skin.

- b. Caution must be used when applying astringent near eyes. (To prevent accidental spills into the eyes.)
- c. Astringent must never be applied to cotton while holding the cotton over the client's head or face.

8. Cleanup

- a. All materials and supplies must be put away.
- b. Work area must be cleaned and sanitized. (Washed with soap and water).
- c. Paper head drapes and booties must be disposed of immediately following use.
- d. Implements to be re-used must be properly cleansed with soap and warm water, thoroughly rinsed, and disinfected prior to storage.
- e. Wet sanitizer, if used, must be emptied and washed with soap and water prior to storage for re-use.
- f. The sanitary maintenance area must be properly disposed of at the completion of the service.

FACIAL FOR DRY SKIN - MANUAL
(Including Dermal Lights)

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection** See Section 7, Pages 13-14.
4. **Draping for the Facial** See Section 7, Pages 14-15.
5. **Cleansing of the Skin** See Section 7, Page 15.
6. **Procedure for Dry Skin**
 - a. **Mask Application**
 1. Gauze or cheesecloth mask must be applied with holes cut for eyes, nose, and mouth. Oil must be applied to mask and timed according to manufacturer's directions.
 2. Eye pads must be used to protect the client's eyes.
 3. Infrared rays (red dermal lamp) must be applied to the gauze areas of the skin of the face for approximately 5 minutes, positioned approximately 24 to 30 inches from face.
 4. Remove mask and properly dispose of gauze.
7. **Manipulations** See Section 7, Page 15.
8. **Tightening the Pores** See Section 7, Pages 15-16.
9. **Cleanup** See Section 7, Page 16.

FACIAL FOR OILY SKIN - MANUAL
(including Dermal Lights)

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection** See Section 7, Pages 13-14.
4. **Draping for the Facial** See Section 7, Pages 14-15.
5. **Cleansing of the Skin** See Section 7, Page 15.
6. **Procedure for Oily Skin**
 - a. Mechanical extraction of blackheads
 1. Steam the client's face with a facial steamer or apply warm moist towels to soften the facial tissues.
 2. Remove blackheads with a disinfected comedone extractor.
 3. Sponge the face with an antiseptic to prevent the possibility of an infection.
 - b. Manual extraction of blackheads
 1. The technician should wear latex gloves.
 2. Steam the client's face with a facial steamer or apply warm moist towels to soften the facial tissues.
 3. Wrap the technician's fingers with moistened cotton pads or gauze.
 4. Do not use too much pressure as this may cause injury to the surrounding tissues.
 5. Sponge the face with an antiseptic to prevent the possibility of an infection.

NOTE: Section 7320 of the Barbering and Cosmetology Act states in part: "This chapter confers no authority to practice medicine or surgery." Thereby making the use of surgical lancets *illegal*.

 - c. Use of blue dermal light:
 1. Cover client's eyes with eye pads moistened with appropriate solutions.
 2. Apply blue light over the bare skin for not more than 3 to 5 minutes.
 3. Position the light approximately 10 to 12 inches from the client.- 7. **Manipulations** See Section 7, Page 15.
- 8. **Tightening the Pores** See Section 7, Pages 15-16.
- 9. **Cleanup** See Section 7, Page 16.

FACIAL FOR NORMAL SKIN - MANUAL
(Including Dermal Lights)

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection** See Section 7, Pages 13-14.
4. **Draping for the Facial** See Section 7, Pages 14-15.
5. **Cleansing of the Skin** See Section 7, Page 15.
6. **Procedure for Normal Skin**
 - a. Use of white dermal light to maintain antiseptic surface on normal skin.
 1. Cover client's eyes with eye pads moistened with appropriate solutions.
 2. Apply white light to bare skin for 10 to 12 minutes.
 3. Position light approximately 15 inches from client.
7. **Manipulations** See Section 7, Page 15.
8. **Tightening the Pores** See Section 7, Pages 15-16.
9. **Cleanup** See Section 7, Page 16.

FACIAL WITH A CLEANSING SCRUB (With Abrasive Qualities)

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection** See Section 7, Pages 13-14.
4. **Draping for the Facial** See Section 7, Pages 14-15.
5. **Cleansing of the Skin** See Section 7, Page 15.
6. **Procedure for Cleansing Scrub**
 - a. Scrubs or any other cleansing procedure should be applied and used effectively. Be guided by the manufacturer's directions.
 1. After the skin has been properly cleansed, apply a sufficient amount of product to lightly coat the skin.
 2. Lightly work the scrub into the skin to remove dead surface cells. If the product does not remain moist, water should be added so that the hands will glide easily over the skin.
 - b. Extreme care must be demonstrated if scrub has abrasive qualities so that the skin is not damaged during use.
 - c. Cleansing scrub must be removed with a wet towel.
 - d. Facial manipulations for the purpose of massage must not be performed while the scrub product is on the skin.

NOTE: **All product must be removed before moving on to the massage.**

7. **Manipulations** See Section 7, Page 15.
8. **Tightening the Pores** See Section 7, Pages 15-16.
9. **Cleanup** See Section 7, Page 16.

CHEMICAL EXFOLIATION PROCEDURE

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection** See Section 7, Pages 13-14.
4. **Draping** See Section 7, Pages 14-15.
5. **Client Consultation Questions**
 - a. Have you ever had a chemical exfoliation procedure? If yes, when did you have the last treatment?
 - b. How often do you have this service performed?
 - c. What type of exfoliation products have been used on you in the past?
 - d. Did you experience any sensitivity or burning during the procedure?
 - e. Were you pleased with the results of your previous services? If no, what would have made the results of the service better for you?
 - f. Do you now, or have you ever, used Retin-A on your skin? If yes, how long have you used the product?
 - g. Do you have any known allergies to any skin care products? If yes, what products did you use, and what type of reaction did you have? Did you seek medical care as a result of this reaction?
 - h. Do you frequent tanning facilities? Warn the client that UV rays, whether natural or artificial, can cause damage to skin that has received a chemical exfoliation service.

CAUTION: Chemical exfoliation products **MUST NOT** be used on a client who has used Retin-A or other prescription products. Refer the client to a physician for a medical release before proceeding with this service.

NOTE: Before the application of any chemical to the skin, a thorough analysis of the skin must be completed. This analysis should take place everytime the client comes to you for a chemical exfoliation service.

6. **Skin Analysis**
 - a. Analyze all areas of face and neck.
 - b. Determine texture of skin.

- c. Determine skin type (oily, dry, or normal).
- d. Identify any areas that might have broken capillaries.
- e. Identify any areas that might contain blemishes.
- f. Determine if there are any skin irregularities or abnormalities that would keep you from performing this service.
- g. **Do not apply chemicals if any skin irregularities or abnormalities are found.**
Advise client to return when the irregularities or abnormalities have cleared.

7. Predisposition Test

Federal Law mandated under the Pure Food, Drug and Cosmetic Act of 1938 provides that a skin test designed to determine an individual's oversensitivity to certain chemicals be performed on all clients 24 hours prior to the application of the chemicals. Hypersensitivity to chemical exfoliation products can only be determined by administering a patch or predisposition test. Allergies may appear suddenly and without warning even if the client has successfully used a product for years.

- a. Wash hands.
- b. Drape the client to protect the clothing, remove jewelry. (See Section 7, Pages 14-15.)
- c. Select an area on the back of the neck below the ear lobe to apply the chemical.

NOTE: Manufacturer's directions may indicate a different area on the body for the application of the chemical; be guided by the manufacturer's directions.

- d. Gently wash the area selected with mild soap, rinse well, area should air dry.
- e. Product for P.D. test must be used according to manufacturer's directions.
- f. Product must be applied to test area with a sterile cotton swab.
- g. Sufficient amount of product must be applied to be effective for testing.
- h. Area must be left uncovered and undisturbed for 24 hours. Do not wash off.
- i. After 24 hours the test area must be examined. If any sign of swelling, burning, itching, redness, or inflammation occurs, the client may be allergic to the product tested and unable to receive the chemical exfoliation service. (This would be a positive reaction.) Note results on client's record card.
- j. Only if the results are negative can you proceed with the service.

8. Cleansing of the Skin See Section 7, Page 15.

9. Chemical Exfoliation Procedure

- a. Apply eye pads to prevent eye irritation and relax the client.
- b. Apply the chemical carefully, avoiding eye area, nostrils, and mouth.

NOTE: Always apply the chemical according to manufacturer's directions.

- c. Follow manufacturer's directions for length of time the product should stay on the skin. The timing of the product will be influenced by the texture and skin type of the client identified in the initial skin analysis.
- d. Most products are removed with cold wet towels. Be guided by the manufacturer's directions if removal method varies from that listed here.

10. Tightening the Pores See Section 7, Pages 15-16.

NOTE: Close pores with an astringent that does NOT contain alcohol. Alcohol based products will irritate the skin.

11. Cleanup See Section 7, Page 16.

HIGH FREQUENCY FACIAL

- 1. Disinfection and Sanitation** See Section 7, Page 13.
- 2. Table Set-Up** See Section 7, Page 13.
- 3. Client Protection** See Section 7, Pages 13-14.
 - a. Electrodes must be disinfected and in safe working condition.
- 4. Draping for the Facial** See Section 7, Pages 14-15.
- 5. Cleansing of the Skin** See Section 7, Page 15.
- 6. Procedure for High Frequency Current**
 - a. Apply cream over the area to receive the high frequency current.
 - b. Apply high frequency electrode directly to the skin.
 - c. High frequency current must be applied no longer than 5 minutes.
 - d. No sparking must occur during this procedure to prevent damage to the skin area and possible trauma to the client.
 - e. Mask may be applied following the application of high frequency current. Be guided by the manufacturer's directions, skin type, and texture of the skin.
- 7. Tightening the Pores** See Section 7, Pages 15-16.
- 8. Cleanup** See Section 7, Page 16.

MAKEUP

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection** See Section 7, Pages 13-14.
4. **Draping for the Makeup** See Section 7, Pages 14-15.
 - a. Client's body drape must be arranged so as to allow for complete cleansing of the face and neck and blending of the makeup base. **(Shoulder area must be bare.)**
 - b. Foot drape optional
5. **Cleansing of the Skin** See Section 7, Page 15.
6. **Tightening the Pores** See Section 7, Pages 15-16.
7. **Procedure for Makeup**

CAUTION: All pencils used in a makeup application *must be sharpened to sanitize the surface immediately before use and before storage for re-use. The sharpener must also be disinfected after each use.*

- a. Application of base must be smooth and even without a line of demarcation or excessive makeup around hairline.
 - b. Cheek rouge (blush), eyebrow pencil, eye shadow, mascara, eyeliner, and lipstick must be smoothly and evenly applied.
8. **Application of Artificial Eyelashes**

NOTE: Since some clients may be allergic to the adhesive used, give a P.D. test 24 hours prior to the scheduled service.

P.D. test procedures are the same for adhesive products as they are for aniline tints. Be guided by the manufacturer's directions.

I. Procedure for P.D. test for glue

- a. Cleanse a quarter size area behind client's ear or in the inner portion of the elbow. Gently wash the area selected with mild soap, rinse well.
- b. Area should air dry.
- c. Product **must** be applied to test area with a sterile cotton swab.

- d. Sufficient amount of product **must** be applied to be effective for testing.
- e. Area **must** be left uncovered and undisturbed for 24 hours. Do not wash off.
- f. After 24 hours the test area **must** be examined. If any sign of swelling, burning, itching, redness, or inflammation occurs, the client may be allergic to the product tested and unable to receive the service. (This would be a positive reaction.) Note results on client's record card.
- g. Only if the results are negative can you proceed with the service.

II. Procedure for Strip Lashes

- a. Brush client's lashes to make sure they are clean and free of foreign matter.
- b. Follow manufacturer's directions very carefully.
- c. Trim the lashes to fit before application to client's eyelid.
- d. Feather the lashes. (This will allow for a more natural adhesion to the natural eyelash line.)
- e. Apply adhesive to the base of the artificial lash.
- f. Position the artificial lashes as close to the client's own eyelashes as possible.

CAUTION: Use caution when using sharp or pointed implements to press on the artificial eyelashes.

III. Procedure for Individual Eyelashes

- a. Using tweezers, remove an eyelash from tray.
- b. When the lash is removed from the tray, move the tweezers to hold the lash so the tweezer does not come in contact with the client's eyes.
- c. Apply adhesive to the base of the artificial eyelash.
- d. Apply the lash to the client's own natural lashes.
- e. Lashes must be attached at a natural looking angle.

9. Lash and Brow Tint

NOTE: *Lash and brow tinting is not within the scope of practice for estheticians. This service can be done by cosmetologist only.*

CAUTION: Coal tar products have been illegal to use around the eyes since 1938. Use of these products has been known to cause blindness, and in extreme cases death to the client. The Food, Drug, and Cosmetic Act specifically prohibits aniline derivative tint from being used for coloring the eyebrows or eyelashes. Make sure that the product selected meets the Food and Drug Administration (FDA) requirements for use around the eye. Follow manufacturer's directions exactly when using any coloring product in the eye area.

1. Procedure for Lash Tint

- a. The client should be in a partially reclined position to keep the solution from running into the eyes.
- b. Wash the brows with warm soapy water using cotton or gauze.
- c. Apply and adjust protective eye shields. A coating of petroleum jelly should be used under the eye shields to keep the coloring product from staining the skin.
- d. Apply **solution #1** to the lashes with a cotton tipped applicator. Apply over and under the lashes without touching the skin. Several coats may need to be applied for complete coverage.
- e. Apply **solution #2** to the brows in the same manner that solution #1 was applied (see steps d-f). If the skin becomes stained, use a stain remover immediately.
- f. Break the applicator stick and discard.
- g. Remove protective eye shielded and discard. Place moistened eye pads over the eyes. Wash and rinse the lashes with cool water using cotton or gauze to remove any traces of coloring solution.

2. Procedure for Brow Tint

- a. The client should be in a partially reclined position to keep the solution from running into the eyes.
- b. Wash the brows with warm soapy water using cotton or gauze.
- c. Apply **solution #1** to the brows. First, follow the natural growth pattern, then apply against the natural growth pattern for complete coverage. (repeat step #e)
- d. Apply **solution #2** to the brows in the same manner that solution #1 was applied (see steps d-f). If the skin becomes stained, use a stain remover immediately.

- e. Remove protective eye shields and discard. Place moistened eye pads over the eyes. Wash and rinse the brows with cool water using cotton or gauze to remove any traces of coloring solution.
- f. The skin may be soothed with a mild lotion or cream.

NOTE: **If product gets in the client's eyes, first aid must be administered immediately.**
 (Refer to First Aid, Section 5, Pages 8-9.)

10. Cleanup See Section 7, Page 16.

EYEBROW ARCHING - MANUAL

- 1. Disinfection and Sanitation** See Section 7, Page 13.
- 2. Table Set-Up** See Section 7, Page 13.
- 3. Client Protection** See Section 7, Pages 13-14.
- 4. Draping for the Arch**
 - a. Head drape must not be so low over forehead that it interferes with cleansing or the arch in progress.
 - b. Client's body drape must be arranged so as to allow for complete cleansing of the eye and eyebrow area.
 - c. **Foot drape is optional.**
- 5. Cleansing of the Eyebrow Area**
 - a. All eye makeup must be removed.
 - b. Cleansing the eyebrow and eye areas must be done without excessive pressure to the eyelids.
 - c. Sufficient cream must be used on the eye and eyebrow area and then thoroughly removed before the arch begins.
- 6. Eye Pads**
 - a. Eye pads must be properly sized to fit over client's closed eyes so that the area to be tweezed is cleaned and unobstructed.
 - b. Eye pads must be wet enough to cling to client's eyes without dripping.
 - c. Eye pad lotion or water must be used to moisten the eye pads.
- 7. Procedure for Eyebrow Tweezing**
 - a. Soften the brow area with a cotton pledget soaked in hot water.
 - b. Skin must be pulled taut in the area to be tweezed to avoid causing pain without pressure to the eyeball.
 - c. Hairs must be tweezed one at a time in the direction of hair growth.
 - d. After the procedure, brows must be wiped with an antiseptic.

8. Tightening the Pores See Section 7, Pages 15-16.

CAUTION: *When eyebrow pencil is used, pencil must be sharpened to sanitize the surface immediately before use and before storage for re-use. The sharpener must be disinfected after each use.*

9. Cleanup See Section 7, Page 16.

EYEBROW ARCHING - WAX DEPILATORY

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection** See Section 7, Pages 13-14.
4. **Draping for the Arch** See Section 7, Page 29.
5. **Cleansing of the Eyebrow Area** See Section 7, Page 29.
6. **Eye Pads** See Section 7, Page 29.
7. **Safety Precautions**
 - a. **Test the temperature of the heated wax before applying it to the client's skin. The wax should be warm, not hot.**
 - b. Keep melted wax from running into the client's eyes.
 - c. Do not use a wax depilatory over warts, moles, abrasions, or on irritated or inflamed skin.
8. **Procedure for Hot Wax Arch**
 - a. Spread talcum over skin surface.
 - b. Heat wax as specified in manufacturer's directions.
 - c. **Test the temperature of the wax.**
 - d. Spread wax evenly with a disinfected spatula.
 - e. Apply muslin if necessary.
 - f. Allow wax to cool.
 - g. **Quickly** pull off **against** the direction of hair growth.
 - h. Gently massage treated area.
 - i. Dust off remaining powder from the skin.

9. Tightening the Pores See Section 7, Pages 15-16.

CAUTION: *When eyebrow pencil is used, pencil must be sharpened to sanitize the surface immediately before use and before storage for re-use. The sharpener must be disinfected after each use.*

10. Cleanup See Section 7, Page 16.

SECTION 8

DRAPING AND SHAMPOOING

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection**
 - a. Technician's hands must be washed with soap and warm water before the operation begins.
 - b. Client's ears and face must be protected with cupped hand when wetting hair.
 - c. Towel must be changed if wet.
 - d. If water is spilled on floor or furniture it must be immediately removed. Water on the floor creates a potential hazard to the technician as well as the client.
 - e. The shampoo bowl must be washed with soap and water after use. Hair and debris must be removed from sink strainer.
 - f. Shampoo chair must be adjusted properly for client's comfort and safety.
4. **Draping for all Hair Services**
 - a. Client must be draped in a long waterproof drape and towel.
 - b. Drape must not come into direct contact with the client's skin. A towel or sanex strip is used to prevent contact and to protect client's clothing.
 - c. Drape must be snug around the neckline and extend over the back of the chair to prevent solutions from dripping on the client's clothing or the furniture.
 1. **Haircutting or Styling**
 - a. Skin of the client's neck must be protected from the re-usable drape by a neck strip or towel.
 - b. Drape must be snug at the neckline and extend over the back of the chair to protect the client's clothing and the chair.
 - c. Neck strip and full length shampoo drape may be used. (Full length cloth drape may be used if hair is not excessively wet and dripping.)

2. Chemicals

- a. Skin of the client's neck must be protected from the re-usable drape by a neck strip.
- b. Drape must be snug at the neckline and extend over the back of the chair to protect the client's clothing and the chair.
- c. **Two towels** must be used to protect the client from solutions which may drip during the service. One must be under the drape and one must be on top of the drape.

5. Procedure for Shampooing

- a. Water must be tested by keeping one finger over the edge of the spray head and in contact with the water. The water spray must be directed away from the client's face.
- b. If gloves are worn one glove must be removed to insure an accurate temperature gauge.

6. Application of Shampoo

- a. Hair must be smoothed back and away from client's hairline.
- b. Scalp must be thoroughly massaged with the pads of the fingers to loosen oil and dirt.
- c. Scalp must be gently massaged to avoid tangling of hair.
- d. Nape area must be properly manipulated and cleaned.
- e. A second soaping must be given when necessary.

7. Rinsing

- a. Ears and face must be protected when rinsing the shampoo from the hair.
- b. Dry towel must be draped over the client's hair to prevent dripping when walking back to the technician's station.

8. Cleanup See Section 7, Page 16.

SECTION 9

SCALP TREATMENT

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection**
 - a. Technician's hands must be washed with soap and warm water as needed.
 - b. Articles dropped must be picked up with a clean tissue and washed with soap and water, rinsed, disinfected again or placed in a proper container for soiled implements.

NOTE: **If the hands become soiled they must be resanitized by washing with soap and water.**

- c. Implements must be wiped clean before returning them to the sanitary maintenance area.
4. **Draping** See Section 8, Page 33.
5. **Brushing and Massage of the Hair and Scalp**

Step 1 - Brushing:

- a. Brush must be rolled from scalp out through ends of hair.
- b. Scientific brushing must be away from operator and away from client's face.
- c. Ends of hair must be controlled while brushing.

Step 2 - Massage:

- a. Massage must be with pads of the fingers.
 - b. Massage must be firm enough to move scalp but not rough.
 - c. Contact must be maintained with continuity and rhythm throughout scalp massage.
6. **Cleanup** See Section 7, Page 16.

SECTION 10

HAIRCUTTING

Technician must give a complete haircut (a trim will not be accepted), and must be prepared to cut hair with both the scissors and the razor on the day of the examination. Hair must be shortened 1/2 inch or more over the entire head. The cutting instruments must be held properly to insure a good haircut and client protection. When using the razor the guard must be on the instruments. It must not be removed at anytime during the haircut.

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection**
 - a. Technician's hands must be washed with soap and warm water before the operation begins.
 - b. Haircutting implements must be held correctly and safely.
 - c. Guard must be on the razor at all times during use.
 - d. Hair must be swept up immediately following the haircut.
4. **Draping** See Section 8, Page 33.
5. **Safety Precautions**
 - a. **Scissors**
 1. Close the tips of the scissors when combing through the hair.
 2. Never put the scissors in your uniform pocket.
 3. Always hold your scissors in the correct position.
 4. Disinfect the scissors according to Board of Barbering and Cosmetology regulations after each use.
 - b. **Razor**
 1. Always use the razor with the guard on.
 2. Never put the razor in your uniform pocket.
 3. Always use a sharp blade in the razor.
 4. Never use a razor with a rusty blade. This might cause an infection if a cut should occur.
 5. Follow appropriate safety precautions when changing the blade in the razor.
 6. Disinfect the razor according to Board of Barbering and Cosmetology regulations after each use.

c. Clippers

1. Never use any clipper when water or other liquids are present. This may cause a shock to the technician or client.
2. Use caution when using the clippers around moles, scars, or lesions on the skin.
3. Remove blades for cleaning.
4. Follow manufacturer's instructions on the upkeep of electrical instruments to maintain clippers in good working condition.
5. Never submerge the clippers in water or other liquids.
6. Never use a clipper if its case or power cord is cracked.
7. Refer to manufacturer's directions for further operating precautions.

6. Sectioning

- a. Hair must be sectioned for control. A minimum of **four sections** must be shown.
- b. A guideline must be established, used, and followed for a uniform and well blended haircut.

CAUTION: If a cut should occur during the operation, appropriate first aid must be administered. (Refer to First Aid, Section 5, Pages 8-9.)

7. Cutting the Hair for the Exam

- a. Hair must be shortened 1/2 inch or more over the entire head.
- b. Hair must be thinned or tapered with razor.
- c. Texturizing (removing varied lengths of hair to produce more lift) may be demonstrated by removing bulk with the razor to produce fullness in the haircut.
- d. Haircut must be well blended.

8. Cleanup See Section 7, Page 16.

SECTION 11

PERMANENT WAVING

NOTE: It is always important to read and follow manufacturer's directions for any chemical service.

***Because of the variance in products available for use, in actual practice, the manufacturer's directions take precedence over the Performance Criteria.**

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection**
 - a. Technician's hands must be washed with soap and warm water before the operation begins.
 - b. **Chemical solutions must be removed from the scalp or the skin immediately upon contact.**

NOTE: Chemical burns may occur if solution saturated cotton is left on the skin.

- c. **Hairline must be protected from chemicals** which may drip during the operation with both protective cream and cotton.
- d. **Hairline protection must be removed after curl resaturation** or as soon as it becomes saturated with solution. If additional hairline protection is re-applied it must be removed again when it becomes saturated.
- e. Protective cream must be removed from jar with sanitized spatula.
- f. Articles dropped must be picked up with a clean tissue and washed with soap and water, rinsed, disinfected again, **or** placed in a proper container for soiled implements.

NOTE: If the hands become soiled they must be resanitized by washing with soap and water.

- g. Implements must be wiped clean before returning them to the sanitary maintenance area.
- h. Gloves must be used when handling all chemical solutions.

4. **Draping** See Section 8, Page 33.

5. Sectioning for the Permanent Wave

- a. The complete head must be sectioned for control. **(A minimum of 8 or 9 sections would be acceptable at the examination facility. The size of the head and type of wrap will determine number of sections.)**
- b. Partings for sectioning and subsectioning must be clean and even.
- c. Parting size must correspond with the length and width of the rod used.
- d. Subpartings must be consistent for a uniform wave pattern.

6. Choosing the Rods

- a. Correct rod size must be used to give desired curl effect.
- b. Rods must be placed in uniform pattern.

7. Wrapping the Curls

- a. Curls must be wrapped smoothly and evenly. The amount of tension used will vary according to manufacturer's directions for the solution used.
- b. Ends cannot be bunched together. They must be spread out to allow proper saturation of the hair.
- c. End papers must not bind the sides of the hair to be wrapped.
- d. Curls must be wrapped **without forming fish hooks** on the ends of the hair.
- e. The fastening device must be placed across top and center of the rod to avoid hair breakage when solution is applied.

8. Saturating the Curls with Permanent Wave Solution

- a. Curls must be evenly and thoroughly saturated for uniform curl.
- b. Dripping must be avoided to prevent possible harm to the client.
- c. **Solution must be applied to rods only.** Do not saturate the skin of the scalp or allow solution to "pool" between rods.
- d. If dripping occurs, it must be immediately removed. If skin appears red, cold water must be applied immediately.
- e. Plastic bag, if used, cannot rest on client's skin.

NOTE: **A test curl must be given to ensure proper development of "s" pattern.
Always be guided by the manufacturer's directions.**

NOTE: **Chemical burns may occur if solution saturated cotton is left on skin.**

9. Rinsing

- a. When desired curl pattern has been reached (to be determined by a test curl) thoroughly rinse the hair following the manufacturer's directions.
- b. The solution must be thoroughly rinsed from the hair to stop the action of the permanent wave solution. Water spray must be directed away from the client's face. Always be guided by manufacturer's directions.

NOTE: **When rinsing, water temperature must never be hot, it should be comfortable to the client.**

- c. All excess moisture must be blotted from the rinsed permanent wave rods so the hair will absorb the neutralizer.

10. Neutralizing

- a. Neutralizer **must** be applied according to the manufacturer's directions for product use and timing.

11. Cleanup See Section 7, Page 16.

SECTION 12

CHEMICAL HAIR STRAIGHTENING Sodium Hydroxide - Virgin Application

NOTE: It is always important to read and follow manufacturer's directions for any chemical service.

***Because of the variance in products available for use, in actual practice the manufacturer's directions take precedence over the Performance Criteria.**

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection** See Section 11, Page 38.
4. **Draping** See Section 8, Page 33.
5. **Sectioning for Control**
 - a. Hair must be sectioned in four equal sections for control.
 - b. Subpartings must be approximately 1/4 inch in width to allow for proper saturation of chemical solution.

NOTE: Because of the high alkaline content of the sodium hydroxide, great care must be exercised in its use.

- c. A scalp protective base must be applied to include the hair line at the examination site. Always follow manufacturer's directions for use and timing of product.
6. **Procedure**
 - a. **First Application**
 1. Application of straightening cream should be started where hair is most resistant, back of the head, nape or crown.
 2. A sufficient amount of straightening cream must be used to allow for proper penetration and straightening action.
 3. Straightening cream must be applied approximately **1/2 inch from the scalp up to the porous ends on the first application.** (In a virgin application the porous ends must be considered to be no greater than 1 inch.)

b. Second Application

1. Straightening cream must be applied to scalp hair.
2. Apply straightening cream to the ends and proceed to the straightening technique.

c. Straightening Technique

1. The straightening technique must be a light to moderate smoothing action from the scalp hair, down the hair strand, using the back of the comb or your fingers. (Excess cream removed in this step must be re-applied to hair strands to allow the straightening action to continue.)
2. Hair cannot be pressed tight to scalp.
3. Hair must be maintained smooth and not bunched.

7. Rinsing Off the Chemical

- a. Hair must be thoroughly rinsed without heavy manipulations to prevent possible scalp irritation or hair breakage.
- b. The force of the water must be used to remove all cream relaxer and protective base. The water spray must be directed away from the client's face. Always follow manufacturer's directions for rinsing procedure.
- c. Water temperature should be comfortably warm, suitable to the client.

8. Neutralization

- a. Neutralization must be accomplished according to the manufacturer's directions for the products used.
- b. A neutralizing shampoo is generally used for a sodium hydroxide relaxer.

NOTE: The terms **neutralizer, neutralizing shampoo, stabilizer and fixative** are all used interchangeably by the various manufacturers.

9. Cleanup See Section 7, Page 16.

SOFT CURL PERMANENT WAVING ON OVERLY CURLY HAIR
Thioglycolic Relaxer - Virgin Application

***Because of the variance in products available for use, in actual practice the manufacturer's directions take precedence over the Performance Criteria.**

NOTE: It is always important to read and follow manufacturer's directions for any chemical service.

- 1. Disinfection and Sanitation** See Section 7, Page 13.
- 2. Table Set-Up** See Section 7, Page 13.
- 3. Client Protection** See Section 11, Page 38.
- 4. Draping** See Section 8, Page 33.
- 5. Procedure for Chemical Breakdown**

a. PART I - Breakdown Steps

- 1. Sectioning** See Section 12, Page 41.

NOTE: The product used at the testing facility will not require the use of a scalp protective base, however, the hairline must be protected.

2. Relaxing the Hair - Thioglycolate/Breakdown Cream

b. First Application

1. The breakdown cream must be thoroughly and evenly applied. Begin the application where the hair is the curliest (usually in the back of the head, nape or crown).
2. Thioglycolate or breakdown cream is applied on the scalp, up to the porous ends (in a virgin application the porous ends must be considered to be no greater than 1 inch).

c. Second Application

1. Thioglycolate or breakdown cream is then applied **through the ends**.

d. Straightening Technique

1. Comb the thioglycolate or breakdown cream through the entire head first with a wide tooth comb, then with a smaller tooth comb, if necessary. The straightening technique is down the hair strand (from scalp to the ends) with light to moderate pressure.

2. Frequent strand tests are necessary to monitor the degree of curl relaxation which has taken place.
3. When the hair becomes supple and flexible, rinse with comfortably warm water suitable to the client.

NOTE: Rinsing the cream from the hair is required at the examination facility.

e. Rinsing Off the Chemical See Section 12, Page 42.

1. Thoroughly, but gently, towel blot the hair to remove excess water.

6. Procedure for Curl Reformation

a. PART II - Curl Reformation/Restructuring Using Thioglycolate Cream

1. Sectioning for Curl Reformation See Section 12, Page 41.

- a. **Complete head must be sectioned as for a permanent wave (a minimum of eight sections would be acceptable at the examination facility).**

b. Choosing the Rods

1. Sections must be clean, even, and correspond with rod size.
2. Rod size must be at least twice the diameter of the original natural curl before the relaxing procedure began.
3. **Rods must be placed in a uniform pattern to ensure an even curl formation.**

c. Wrapping the Curls See Section 11, Page 39.

d. Curl Saturation for Soft Perm - Saturating Curls with Thioglycolate Solution/Restructure Lotion See Section 11, Pages 39-40.

1. Curls must be evenly and thoroughly saturated with thioglycolate solution/restructure lotion.

7. Rinsing See Section 11, Page 40.

8. Neutralizing See Section 11, Page 40.

9. Cleanup See Section 7, Page 16.

SECTION 13

BASIC PROCEDURE FOR ALL TINTING AND BLEACHING

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection** See Section 11, Page 38.
4. **Draping** See Section 8, Page 33.
5. **Sectioning for Control**
 - a. Hair **must** be sectioned for control. Hair must be sectioned into **four equal** sections at the examination site.
 - b. Subpartings must be approximately 1/8 to 1/4 inch in width to allow for proper saturation of chemical solution.
 - c. The area of the head where the color application begins must be appropriate for each specific demonstration.
 - d. Each specific demonstration must be completed in its entirety on the correct portion of the head to ensure that the results are satisfactory.
 - e. Sufficient solution must be used for thorough saturation and proper color development.

NOTE: MANUFACTURER'S DIRECTIONS MUST BE FOLLOWED AT ALL TIMES.

6. **Application of Product**
 - a. A brush or applicator bottle may be used. Either of these methods will be acceptable if used effectively.
7. **Candidate Should Be Prepared to Perform the Following:**
 - a. Virgin tint to cover partially gray hair.
 - b. Tint retouch on partially gray hair.
 - c. Virgin tint to lighten natural color.
 - d. Tint retouch to lighten natural color.
 - e. Tint back to natural.
 - f. Virgin bleach.
 - g. Bleach retouch.
 - h. Virgin toner (following a virgin bleach application).
 - i. Toner retouch (following a bleach retouch application).

PREDISPOSITION TEST

The Federal Law mandated under the Pure Food, Drug and Cosmetic Act of 1938 provides that a skin test designed to determine an individual's oversensitivity to certain chemicals. Hypersensitivity to paraphenyline-diamine can only be determined by administering a patch or predisposition test. This must be done 24 hours prior to each application of an aniline derivative tint or toner product. Allergies may appear suddenly and without warning even if the client has successfully used a product for years.

NOTE: Before the application of any chemicals, a thorough analysis of hair must be done to determine the presence of metallic salts.

1. Draping See Section 8, Page 33.

2. Cleansing

- a. Cleanse a quarter size area behind client's ear or in the inner portion of the elbow. Water on a sanitary cotton ball or swab should be used for cleansing.
- b. Area should air dry.

3. Application

- a. Product for P.D. test must be mixed in correct proportions according to manufacturer's directions.
- b. Product must be applied to test area with a sterile cotton swab.
- c. Sufficient amount of product must be applied to be effective for testing.
- d. Area must be left uncovered and undisturbed for 24 hours. Do not wash off.
- e. After 24 hours the test area must be examined. If any sign of swelling, burning, itching, redness, or inflammation occurs, the client may be allergic to the product tested and unable to receive an aniline derivative application. (This would be a positive reaction.) Note results on client's record card.

NOTE: Only if the reaction is NEGATIVE (no reaction) may the product tested be used.

PRESTRAND TESTING TO DETERMINE COLOR SELECTION

- 1. Basic Procedures** See Section 13, Page 45.
- 2. Application**
 - a. Select 1/4 to 1/2 inch section of hair in the area where you would normally begin the application.
 - b. Mix color according to the manufacturer's directions.
 - c. Apply product according to the color service chosen (virgin tint going lighter, etc.).
 - d. Process color for the length of time recommended by the manufacturer's directions. Complete all steps of the color process.
 - e. Thoroughly rinse strand and towel dry. (A spray bottle may be used.)
 - f. If satisfactory color has been reached, complete the service according to manufacturer's directions.
- 3. Cleanup** See Section 7, Page 16.

STRAND TESTING TO CONFIRM COLOR DEVELOPMENT

- 1. Basic Procedures** See Section 13, Page 45.
- 2. Application**
 - a. Select 1/4 to 1/2 inch section of hair (in the most resistant or darkest area) from the area where the initial application began.
 - b. When the proper degree of color has been reached (determined by the manufacturer's directions and the prestrand test), proceed to step c.
 - c. Thoroughly rinse strand, towel dry.
 - d. If satisfactory, complete service according to manufacturer's directions.
- 3. Cleanup** See Section 7, Page 16.

VIRGIN TINT TO DARKEN PARTIALLY GRAY HAIR

- 1. Basic Procedures** See Section 13, Page 45.
- 2. First Application**
 - a. Application must be started where hair is the grayest (usually the front sections).
 - b. Application must be **on the scalp to the porous ends** using 1/8 to 1/4 inch subpartings. (In a virgin application the porous ends must be considered to be no greater than 1 inch.)
 - c. Sufficient material must be applied to the hair to ensure thorough saturation.
 - d. After proper coverage is accomplished, tint must be strand tested for color development. (See page 47.)
- 3. Second Application**
 - a. Tint must be combed through ends for color blending, adding more product if necessary to ensure proper coverage.
- 4. Cleanup** See Section 7, Page 16.

TINT RETOUCH TO DARKEN NEW GROWTH

1. **Basic Procedures** See Section 13, Page 45.

2. **First Application**

- a. Application must be started where hair is the grayest (usually the front sections).
- b. Application must be **on the scalp**, applied to new growth only.
- c. Use 1/8 to 1/4 inch subpartings to ensure proper saturation and thorough coverage.
- d. After proper coverage is accomplished, the hair must be strand tested for color development. (See page 47.)

3. **Second Application**

- a. The hair should be soap capped when necessary.

NOTE: At the examination facility, the second step, combing the hair color to break the line of demarcation, will be sufficient to demonstrate an understanding of the color's completion.

4. **Cleanup** See Section 7, Page 16.

VIRGIN TINT TO LIGHTEN NATURAL COLOR

- 1. Basic Procedures** See Section 13, Page 45.
- 2. First Application**
 - a. Application must be started where hair is the darkest (usually the back crown or nape area).
 - b. Application must be started **1/2 inch away from the scalp, through the ends.**
 - c. Use 1/8 to 1/4 inch subpartings for proper saturation and coverage.
 - d. After proper coverage is accomplished, tint must be strand tested for color development. (See page 49.)
- 3. Second Application**
 - a. Tint must be applied to scalp area when the color has developed (as determined by the strand test).
- 4. Cleanup** See Section 7, Page 16.

TINT RETOUCH TO LIGHTEN NEW GROWTH

1. **Basic Procedures** See Section 13, Page 45.

2. **First Application**

- a. Application must be started where hair is the darkest (usually the back crown or nape area).
- b. Application must be **on the scalp**, applied to new growth only.
- c. Use 1/8 to 1/4 inch subpartings for proper saturation and coverage.
- d. After proper coverage is accomplished, the hair must be strand tested for color development. (See page 47.)

3. **Second Application**

- a. The hair should be soap capped when necessary.

NOTE: At the examination facility, the second step, combing the hair color to break the line of demarcation, will be sufficient to demonstrate an understanding of the colors completion.

4. **Cleanup** See Section 7, Page 16.

VIRGIN BLEACH

- 1. Basic Procedures** See Section 13, Page 45.
- 2. First Application**
 - a. Application must be started where hair is darkest (usually the back crown or nape area).
 - b. Use 1/8 to 1/4 inch subpartings for proper saturation and coverage. At the examination site, follow manufacturer's directions for use and timing.
 - c. Bleach must be applied **1/2 inch away from the scalp through the ends**.
- 3. Second Application**
 - a. When proper degree of lightness has been reached, which is determined by strand testing, the second application begins. (See page 47.)
 - b. Bleach must be applied to the 1/2 inch of scalp hair left out during the initial application.
 - c. Bleach must be removed by shampooing with cool water and without heavy manipulations. A light acidic shampoo is generally recommended.
- 4. Cleanup** See Section 7, Page 16.

BLEACH RETOUCH ON 1/2 INCH REGROWTH

1. **Basic Procedures** See Section 13, Page 45.
2. **Application**
 - a. Application should be started where hair is the darkest (usually the back crown or nape area).
 - b. Use 1/8 to 1/4 inch subpartings for proper saturation and coverage.
 - c. Application must be **on the scalp**, applied to new growth only.
 - d. When proper degree of lightness has been reached, which is determined by **strand testing**, bleach must be removed. (See page 47.)
 - e. Bleach must be removed by shampooing with cool water and without heavy manipulations. A light shampoo is generally recommended.
3. **Cleanup** See Section 7, Page 16.

VIRGIN TONER TO PRE-LIGHTENED HAIR

- 1. Basic Procedures** See Section 13, Page 45.
- 2. First Application**
 - a. Application must be started where application of prelightener began (usually back crown or nape area).
 - b. Application must be from **the scalp to the porous ends**.
 - c. Use 1/8 to 1/4 inch subpartings and sufficient material to saturate the hair thoroughly.
- 3. Second Application**
 - a. Toner should be gently applied through ends for color blending once the strand test confirms proper color development. (See page 47.)
- 4. Cleanup** See Section 7, Page 16.

TONER RETOUCH ON 1/2 INCH PRE-LIGHTENED HAIR

1. **Basic Procedures** See Section 13, Page 45.

2. **Application**

- a. Application must be started where the pre-lightener was applied first (usually back crown to nape area).
- b. Use 1/8 to 1/4 inch subpartings for proper saturation and coverage.
- c. Application must be **on the scalp**, applied to the new growth area only.
- d. When desired shade has been reached which is determined by **strand testing**, mixture must be removed. (See page 49.)
- e. Occasionally, a soap cap may be necessary to revive the color of the toner.

NOTE: At the examination facility, the second step, combing the hair color to break the line of demarcation, will be sufficient to demonstrate an understanding of the color's completion.

3. **Cleanup** See Section 7, Page 16.

**TINTING BLEACHED HAIR BACK TO NATURAL COLOR
(1/2 Inch Regrowth-Dye-Back)**

- 1. Basic Procedures** See Section 13, Page 45.

NOTE: Process filler according to manufacturer's directions.

2. First Application

- a. Application must be started where hair is the darkest (usually the back crown or nape area).
- b. Use 1/8 to 1/4 inch subpartings for proper saturation and coverage.
- c. Tint must be applied **from the line of demarcation** (area where the two colors meet) **up to the porous ends**.

3. Second Application

- a. After proper coverage, which is determined by strand testing, tint must applied to porous ends. (See page 47.)

4. Third Application

- a. Entire head must then be soap capped to blend color.

NOTE: At the examination facility, the second step, combing the hair color to break the line of demarcation, will be sufficient to demonstrate an understanding of the color's completion.

- 5. Cleanup** See Section 7, Page 16.

SECTION 14

WET HAIRSTYLING

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Client Protection and Safety** See Section 7, Page 13-14.
4. **Draping** See Section 8, Page 33.
5. **Finger Waving**
 - a. **The entire head** must be finger waved before the roller placement takes place. Waves must be properly molded at the crown, the natural growth of the hair being the guide.
 - b. Waves must be about the same width without separation and waved through to the scalp.
 - c. Waves must show continuity and consistency throughout the head.
6. **Wet Hair Set**
 - a. **The required hair set must show a basic understanding of the principles of styling.**
 - b. The required hair set at the examination facility will be:
 1. Finger wave the entire head.
 2. Set six rollers; must be placed in the area appropriate to the effect you are trying to achieve. Display all four characteristics of roller control. (1. On base; 2. Off base; 3. Over directed; 4. 1/2 off base.) Rollers may be placed anywhere on the head as long as the placement reflects an understanding of the results achieved. **For example, an overdirected roller must be used where volume would be found in a regular set.**
 3. Using the finger wave as a base for your shapings, set two complete wave patterns (forward and reverse shapings). A minimum of six pin curls in each wave pattern.
 4. The candidate must set the wave patterns within finger wave pattern so that shapings are evident.
 5. Add three stand up curls.
 - c. The partings must be clean, even, and proportionate to the roller or pin curl placement.
 - d. Completed hair set must be smooth and without loose ends.

- e. In actual practice, the set must reflect a style consistent with client's personal preference and lifestyle.

7. Comb-Out

Because of time consideration, the hair will not be dried at the examination site. NO COMB OUT WILL BE DONE.

8. Cleanup See Section 7, Page 16.

SECTION 15

THERMAL HAIRSTYLING - HOT PRESSING COMB AND MARCEL IRON

1. **Disinfection and Sanitation** See Section 7, Page 13.
2. **Table Set-Up** See Section 7, Page 13.
3. **Draping** See Section 8, Page 33.
4. **Electrical Safety** See Section 4, Page 6.
5. **Client Protection**
 - a. Hair must be thoroughly dry before styling with the hot pressing comb and marcel iron. Once the hair is dried a cloth drape must be used.
 - b. Cloth drape must be used when the technician begins the act of pressing and curling with the HOT irons. A towel may be used in addition with the drape to protect the client.

***Both implements should not be placed in the oven at the same time.
This may create a fire hazard.**

- c. Hot pressing comb and marcel iron must be **tested for proper temperature** before applying to the client's hair. Testing must be shown on a white paper or a white towel to determine if scorching of the hair will occur.

CAUTION: Extreme care must be used when pressing or curling the client's hair. Implements will cause severe burns if not used properly. If a burn should occur proper first aid must be administered immediately. (Refer to Section 5, First Aid, Pages 8-9.)

6. **Straightening Technique with Hot Pressing Comb**

****At the examination facility, detangle the hair on the weft or mannequin before the application or pressing oil or cream.**

- a. Pressing oil or cream must be applied to the hair weft according to manufacturer's directions.
 - b. Hot comb must be placed as close to the scalp as possible without actually touching the scalp.
 - c. Hair is controlled with teeth of the comb. Use the back of the barrel part of the comb for straightening the hair.
 - d. Straightening technique must be from the scalp through the ends.

- e. Moderate tension must be used for the straightening technique. (Be guided by the texture of the client's hair.)
- f. Subpartings should be approximately 1/4 inch in width.
- g. Subsection of the hair to be pressed must be not wider than the teeth of the pressing comb.

7. **Curling the Hair for the Style**

- a. Marcel iron must be rolled as close to the scalp as possible without touching the scalp to ensure thorough curling of base.
- b. Ends of hair must be inserted into marcel iron **last** so as not to damage the porous ends.
- c. Marcel iron must be used to reflect a basic understanding of the principles of styling. At least three (3) of the four (4) principles of base control listed below must be demonstrated with brush and hand dryer: (1. On base; 2. Off base; 3. Over directed; and 4. 1/2 off base). This will demonstrate a basic understanding of the principles of styling.
- d. Technician will be rated on proper handling of the marcel iron and pressing comb, client protection, controlling the hair ends, and the amount of hair used in the formation of the curl.

NOTE: The marcel iron and pressing comb are to be disinfected by placing the tools in the oven, heating the implements, and rubbing with a fine steel wool pad to remove any residue of the client's hair.

8. **Cleanup** See Section 7, Page 16.

THERMAL HAIRSTYLING - BLOW DRYER AND CURLING IRON

- 1. Disinfection and Sanitation** See Section 7, Page 13.
- 2. Table Set-Up** See Section 7, Page 13.
- 3. Client Protection** See Section 15, Page 59.
- 4. Draping** See Section 8, Page 33.
- 5. Styling with Hand Dryer and Curling Iron**
 - a. Blow dry styling must only be done on damp hair.
 - b. Heat setting on hand dryer must be correct for hair client comfort. Hair must be completely dry before a curling iron can be used to create the finished style.
 - c. Air stream must be directed on hair stand only, not on scalp.
 - d. Hand dryer and brush must be used simultaneously to reflect a basic understanding of the safety in styling.
- 6. Curling the Hair for the Style**
 - a. At least three (3) of the four (4) principles of base control listed below must be demonstrated with brush and hand dryer: (1. On base; 2. Off base; 3. Over directed; and 4. ½ Off base). This will demonstrate a basic understanding of the principles of styling.
 - b. A curling iron must be used to give the finished blow dry style a polished and professional look showing continuity and balance appropriate to the client's personal preference and facial features.
 - c. Use of the curling iron must demonstrate at least three different styling principles as listed in (6a.) above.
- 7. Cleanup** See Section 7, Page 16.

SECTION 16

MANICURING

NOTE: **The client/model must have healthy natural nails and skin. The client/model must not be wearing false fingernails of any type or the client/model may be disqualified from this portion of the service.**

- 1. Disinfection and Sanitation** See Section 7, Page 13.
- 2. Table Set-Up** See Section 7, Page 13.
- 3. Client Protection**
 - a. Technician's hands must be washed with soap and warm water before starting the operation.
 - b. Client's hands must be washed with soap and warm water before starting the operation.
 - c. Appropriate first aid must be administered should the client be cut during the operation. (Refer to First Aid, Section 5, Pages 8-9.)

NOTE: **If the hands become soiled they must be resanitized by washing with soap and water.**

- 4. The Manicure**
 - a. If client is wearing polish it must be removed.
 - b. Client's nails must be filed with steel file or emery board from corner to center only.
 - c. When using an orangewood stick to clean under the nails, the tip of a "wooden" stick must be covered with cotton.

NOTE: **Due to its porous nature, the orangewood stick cannot be properly disinfected and the technician must cover the end with fresh, clean cotton to avoid contact with the skin.**

- d. The cuticle should be pushed back with the blunt end of the **metal pusher** without too much pressure. (Metal pusher must be demonstrated at the examination facility.)
- e. The nail must be kept moist when using the metal pusher to avoid scraping the nail plate.
- f. Nippers must cut, not tear by pulling, excess cuticle or hang nails. The "true skin" should NOT be cut with the nippers. (Nippers must be demonstrated at the examination facility.)

NOTE: **Rusty implements cannot be used, they are a health hazard to the client.**

- g. A complete hand and arm massage must be given with oil or cream.
- h. Polish should be applied smoothly covering the complete nail. If polish is smeared on the skin or under the fingernail, it must be removed.

5. Cleanup See Section 7, Page 16.

NOTE: **All emery boards and buffers are considered to be disposable unless they can be disinfected.**

PEDICURING

NOTE: **Abnormal foot diseases or conditions (i.e. athlete's foot, nail fungus, open wounds, red or inflamed skin) of any nature must be treated by a qualified physician (i.e., podiatrist or chiropodist).**

NOTE: **At the examination facility, a pedicure service will be demonstrated on one foot.**

1. Disinfection and Sanitation See Section 7, Page 13.

2. Table Set-Up See Section 7, Page 13.

3. Client Protection

- a. Technician's hands must be washed with soap and warm water prior to the beginning of any service.
- b. Client's feet must be soaked with soap and warm water for **3 to 5 minutes** before starting the pedicure.
- c. When using an orangewood stick to clean under the nails, the tip of a "wooden" stick must be covered with cotton.
- d. Appropriate first aid must be administered if the client should be cut during the operation. (Refer to First Aid, Section 5, Pages 8-9.)

NOTE: **If the hands become soiled, they must be resanitized by washing with soap and water.**

NOTE: **Section 7320.1 of the Barbering and Cosmetology Act prohibits the cosmetologist or manicurist from using any razor type implements for shaving or removing callouses from the client's feet.**

4. The Pedicure

- a. One foot must be soaked in an antiseptic solution or soap and warm water for 3 to 5 minutes, rinsed, and wiped dry.
- b. If client is wearing polish it must be removed.
- c. Toe nail clippers must be used if nails are excessively long.
- d. Client's nails must be filed with a steel file or emery board from corner to center.
- e. Metal pusher must be demonstrated at the examination facility.

CAUTION: **Extreme care must be used when using a metal pusher to push back cuticle.**

- f. When using an orangewood stick to clean under the nails, the tip of a “wooden” stick must be covered with cotton.

NOTE: Due to its porous nature, the orangewood stick cannot be properly disinfected and the technician must cover the end with fresh, clean cotton to avoid contact with the skin.

- g. A nail brush must be used to remove loosened cuticle.
- h. Nippers must cut, not tear by pulling, excess cuticle or hang nails. The “true skin” must NOT be cut with the nippers. (Nippers must be demonstrated at the examination facility.)

NOTE: Rusty implements cannot be used; they are a health hazard to the client.

- i. Lotion or cream must be applied to the toes, foot, and ankle for massage.
- j. Polish must be applied to complete the pedicure.

5. Cleanup See Section 7, Page 16.

ARTIFICIAL NAILS AND NAIL REPAIR

NOTE: The client/model must have healthy nails and cuticle skin. The client's nails must be free of fungus or other diseases. If disease is present, the client must be referred to a physician for treatment. The licensee is specifically prohibited from treating any disease of the nail including mold or fungus. At the examination facility specialty nails must be applied to the nails of the fingers.

1. **Disinfection and Sanitation** See Section 7, Page 13.

2. **Table Set-Up** See Section 7, Page 13.

3. **Client Protection** See Section 16, Page 62.

NOTE: No excessive roughing of the natural nail should occur at any time.

4. **Safety Precautions**

- a. Products used must be kept off of the cuticle to prevent nail lifting (onycholysis) and/or an allergic reaction (hypersensitization) to the chemicals used.
- b. Do not mix products from different manufacturers. You will create a new compound which may be hazardous to you, the technician, and/or your client.
- c. The acrylic liquid may be considered a toxic waste. This material may be neutralized (made safe) by mixing the excess powder and acrylic liquid together before disposal. Disposal must be in a covered trash container. Never pour the product into the sink as it will clog the plumbing and pollute the water supply with hazardous chemicals. Additional disposal information may be obtained from the product MSDS.
- d. Due to health concerns related to overexposure of acrylic nail products by our examination staff, only odorless or odor free products will be allowed at the Board of Barbering and Cosmetology examination facilities.

NOTE: At the examination, you may be asked to demonstrate any of the artificial nail and nail repair applications. An example might be: apply one acrylic nail, one tip, and two wraps. Please read the directions carefully and do exactly what you are asked to do.

5. **Procedure for Liquid and Powder Brush-On Nails**

- a. Natural nail must be shaped, trimmed, and properly prepared for application. (No excess roughing of the natural nail should occur.) The natural nail must have a **visible free edge**.
- b. Protective nail form must be correctly applied to provide a more natural angle to the finished nail.
- c. Acrylic liquid and powder must be used according to manufacturer's directions.

- d. The artificial nail must be filed to the desired shape. The length of the artificial nail must be consistent and compatible with the other nails on the client's hands.
- e. The **cuticle must be protected while filing** to prevent cuts, abrasions, or the possibility of infection. If a cut should occur, appropriate first aid must be administered. (Refer to First Aid, Section 5, Pages 8-9.)
- f. The artificial nail must be cleaned and polished.
- g. Odorless and/or odor free products required the use of less liquid monomer for successful completion. Always follow manufacturer's directions.

6. Procedure for Artificial Nail Tips

- a. Natural nail must be shaped, trimmed, and prepared for tip application. The natural nail must have a **visible free edge**.
- b. Artificial nail tip must be properly prepared according to manufacturer's directions for application. The tip must be trimmed so as to cover no more than **1/3** of the natural nail plate.
- c. Glue must be applied to artificial nail tip and/or natural nail and must not come into direct contact with the skin in the cuticle area, or any other adjacent skin.
- d. The tip must be compatible in length with the other nails of the client's hands.
- e. The ledge is to be buffed, smoothed, and filed as necessary.
- f. Caution must be used when ledge is being smoothed to prevent damage to the natural nail and the cuticle area.
- g. If injury to the skin or damage to the nail should occur, first aid must be administered immediately. (Refer to First Aid, Section 5, Pages 8-9.)
- h. Tip and natural nail must be cleaned and polished.

7. Procedure for Nail Wraps and Repairs

NOTE: At the examination facility the use of a paper wrap or a fabric wrap is the choice of the candidate.

a. Paper Wrap

- 1. The nail wrapping paper selected must be applied according to the manufacturer's directions.
- 2. Natural nail must be shaped, trimmed, and prepared for the nail wrapping or repair. The natural nail must have a **visible free edge**.
- 3. The nail wrapping paper must be the correct shape size for intended operation.

4. The glue or mending liquid must not come in contact with the cuticle or other surrounding skin.
5. The wrapping paper must be smoothed and tucked under free edge with fingers or orangewood stick slightly moistened with polish remover. Remove excess mending liquid from under the nail or on the cuticle.
6. If injury to the skin or damage to the nail should occur, first aid must be administered immediately. (Refer to First Aid, Section 5, Pages 8-9.)

b. Fabric Wrap

1. Fabric wraps must be applied according to manufacturer's directions.
2. Fabric wrap must be cut to the appropriate size before application to the natural nail.
3. Glue must be applied to the natural nail and kept off the skin or cuticle.
4. File off the edge of the fabric to prevent bulk under the free edge.
5. Repair or wrap must be smooth and thoroughly dry before applying polish.
6. If injury to the skin or damage to the nail should occur, first aid must be administered immediately. (Refer to First Aid, Section 5, Pages 8-9.)

8. Cleanup See Section 7, Page 16.